

# **Services Information System (SIS) User's Manual**

12-01-2002

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## **SERVICES INFORMATION SYSTEM CLIENT ENTRY FORM DSS-5027**

### **SECTION I: DEFINITIONS OF TABLE VALUES FOR STANDARD FIELDS**

#### **FIELD 13: END REASON**

- 01 Service no longer needed or wanted
- 02 Client not eligible
- 03 Death of client
- 04 Service not available
- 09 Other

#### **FIELD 14: SPECIAL USE**

This field is used to collect information which is needed for a special purpose and will not be used except under special circumstances. Refer to Section II: "Table Values for Reserved Fields" of this Appendix for the individualized instructions regarding the use of this field.

#### **FIELD 19: SPECIAL AREAS**

##### **01 Developmental Disabilities**

Having a severe, chronic mental or physical disability resulting in substantial limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, capacity for independent living, learning, mobility, self direction, and economic self-sufficiency and reflecting the person's need for a combination of special inter-disciplinary care or treatment of a lifelong or extended duration, manifested before age 22, unless caused by a head injury.

##### **02 Blind or Visually Impaired**

Having visual impairment that, in the worker's judgment, may significantly affect day-to-day functioning.

##### **03 Deaf or Hard of Hearing**

Having a hearing impairment, whether permanent or fluctuating, that may in the worker's judgment, adversely affect day-to-day functioning; a communication disorder such as stuttering, impaired articulator; or a language impairment that adversely affects functioning.

#### **04 Physically Disabled**

Having a physical condition that may, in the worker's judgment, adversely affects the individual's day-to-day or intermittent functioning.

#### **05 Emotionally Disturbed**

Having mental or emotional problems exhibited in a wide range of important social and personal contexts and causing significant impairment in social, educational, or occupational functioning.

#### **06 Learning Disability**

Having a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to use mathematical calculations. An example of a learning disability would be dyslexia.

#### **07 Medical Condition**

Having any apparently disabling physical condition other than those listed above, which has been diagnosed by a licensed physician and that needs medical attention.

#### **08 HIV and AIDS**

Having a syndrome, or a disease complex in which the natural immune system is suppressed so significantly that individuals gradually die from vulnerability to a variety of unusual infections and concerns (opportunistic infections) that would not ordinarily pose a threat to an immunologically healthy person.

#### **09 Substance Abuse**

Using alcohol or other drugs to a degree which creates a risk of harm to self or others, or impairs social, educational or occupational functioning.

#### **10 Willie M. Identification**

A child who has been certified to the Willie M. Class by the Willie M. Review Panel

#### **11 Undisciplined Child**

A child who is an adjudicated undisciplined child under NCGS 7A-517(28).

**12 Delinquent Child**

A child who is an adjudicated delinquent child under NCGS 7A-517(12).

**13 Homeless Person**

A person who does not have what society defines as a normal place of his/her own to live.

**14 Alzheimer's Disease and Related Dementia's**

Having an organic mental disorder, in which intellectual function is progressively impaired in a previously well adult, usually accompanied by memory loss, disorientation, impaired judgment, and personality change.

**FIELD 20. REASON (For Needing Services)**

**01 Out-of-Home Placement**

A need to move a child from the home of parents or other responsible adult(s); or a need for an adult to leave own home (or home maintained for him/her by caretakers) and be placed in substitute care.

**02 Prevention of Placement**

A need for services to keep a child or adult in his/her own home (or home maintained for him/her by caretakers).

**03 Family Reunification**

A need for services to improve conditions which led to family separation so that family may be reunited

**04 Family Disruption**

A need for services to strengthen and maintain the family.

**05 Protective Services**

A need for services as a result of a report of child abuse or neglect or adult abuse, neglect or exploitation. Use this designation even for those cases where the report was not substantiated after assessment.

**09 Other**

A need for services for reasons other than those defined above.

**FIELD 21.     LEGAL STATUS**

**01     Minor**

Any individual under the age of 18, unless emancipated.

**02     Emancipated Minor**

A child who has been adjudicated an "emancipated minor", or who is currently married, or who is a member of the armed forces.

**03     Adult**

Any individual who is age 18 or over, unless incompetent.

**04     Incompetent Adult**

An adult who has been adjudicated incompetent.

**FIELD 22:     LIVING ARRANGEMENT**

**01     Living Alone**

An independent living arrangement where the individual resides either alone, or with others where the relationship is not characterized by intimacy, continuity or commitment, as in a rooming house or shared housing.

**02     Living With Family or Other Significant Individual(s)**

A home occupied by two or more people who are related by blood, marriage, adoption or who have a commitment to care for one another.

**03     Family Care Home**

A licensed domiciliary home having a capacity of two to six residents.

**04     Home for the Aged**

A licensed domiciliary home has a capacity of seven or more residents.

**05     Group Home for Developmentally Disabled Adults**

A licensed DDS group home housing residents with developmental disability, regardless of which local/state agency has licensing monitoring or certification responsibilities.

**06 Nursing/Combination Home**

A licensed facility which provides nursing or convalescent care for three or more persons.

**07 Treatment/Rehabilitation Facility/Home**

A 24-hour facility/home, which provides treatment or rehabilitation, services for medical, psychosocial, or psychiatric needs (e.g. medical or psychiatric hospital, State Mental Retardation Center, mental health group home for persons with mental illness). Not included in this definition are nursing homes, maternity homes, and group homes for developmentally disabled adults.

**08 Maternity Home**

A 24-hour residential program whose primary purpose is to provide care, support and other services for pregnant females.

**09 Jail, Lockup, Detention**

A local jail or a facility administered by the Department of Corrections or Division of Youth Services.

**10 Battered Women's Shelter**

A 24-hour residential program whose primary purpose is to offer protection, food, shelter, support and other services to battered women and their children.

**11 Shelter for the Homeless**

An overnight shelter for people without homes.

**97 Child Placement System (DSS-5094)**

When the client is a child for whom the DSS has custody or placement authority, the living arrangement will be tracked through the Child Placement and Payment System. This code should remain unchanged in this system for as long as the DSS-5094 record remains open. If the client remains a service client after the DSS-5094 record is closed, this field will have to be updated to reflect the actual living arrangement.

**98 Other**

A living arrangement which is known to the agency but does not fit the above definitions.

**99 Unknown**

**FIELD 25: IN SCHOOL**

**1 Yes**

**2 No**

**FIELD 26: HIGHEST GRADE OR STATUS**

**P Preschool**

**01 - 20** to identify either the highest grade attained if the individual is no longer in school, or the last grade attended or the current grade if the individual is still in school.

**98 GED status**

**99 Unknown**

**CHILDREN SERVICES CONTINUED**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>Protective Services For Children:</b>						
CPS – Investigative Assessment	210	210	Yes	No	No	R,0,7,8,9,22
CPS – Intake		211	No	No	No	R,0,9,22
CPS – Medical, Psychological, and Medico-Legal Diagnostic Services				212	Yes	P,R,X,Z,0,7,8,9,22
CPS – Case Planning And Case Management (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	No	N,R,X,Z,0,9
Protective Services for Children-Team Setting	219	219	Yes	219	Yes	P,R,X,Z,0,7,8,22
Unsuccessful Efforts to Locate Alleged Victim Child		220	No	No	No	0,R
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)		228	Yes	No	No	Z,22
Other Court Related Activity (Preplacement)		229	No	No	No	A,K,P,R,Y,0
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	230	Yes	N,P,R,X,0,7,8,9,22
<b>General Services For Children</b>						
Delinquency Prevention	050	050	Yes	050	Yes	N,P,X,7,8,22
Family Preservation Services	121	121	Yes	121	Yes	A,K,N,P,R,X,Y,0,7,8,9,22
Family Support Services	122	122	Yes	122	Yes	A,K,N,P,R,X,Y,0,7,8,9,22
Intensive Family Preservation Services	123	123	Yes	123	Yes	A,K,N,P,R,X,Y,0,7,8,9,22
IFA Camping Component	241			241	Yes	R,0,9
Residential Treatment For Emotionally Disturbed	293			293	Yes	R,0
Evaluation Activities for Child Welfare Programs		320	No	320	No	K,N,P,X,Z,7,8,22
Children's Services Trainer	321	321	No	321	No	N,P,X,21,22
Other Child Welfare Services	390	390	Yes	390	Yes	N,P,R,V,0,7,8,9,22

**II. ADULT SERVICES**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Day Care For Adults – Daily Care	030			030	Yes	
Day Care For Adults – Recruitment		031	No	No	No	N,X
Employment And Training Support	070	070	Yes	070	Yes	A,K,N,P,X,Y,7,8
Adult FC Recruitment and Evaluation		091	No	No	No	N,O,X
Adult Placement Services	095	095	Yes	No	No	N,X
Guardianship	107	107	Yes	No	No	N,X
Day Health For Adults	155			155	Yes	
<b>Protective Services For Adults</b>						
PS For Adults – Intake		200	No	No	No	J,N,X
PS For Adults – Evaluation	202	202	Yes	No	No	J,N,X
PS For Adults – Planning and Mobilizing	204	204	Yes	204	Yes	J,N,X,2
Resident Evaluation Identification and Prescreening Services	393	393	No	393	No	2
Resident Evaluation Services	394	394	Yes	394	Yes	2
Adult Care Home Case Management	396	396	Yes	396	Yes	2,N
Adult Care Home Screening		397	No	No	No	2,N



**Special Instructions:** For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required.

**574 – Housing Subsidies That Do Not Meet Federal Definition of “Assistance”** means rental or mortgage subsidies that are provided for fewer than 4 months, including emergency housing assistance. Families eligible for these housing subsidies must be Work First Family Assistance recipients or families with income at or below 200% of the federal poverty level who meet all eligibility requirements for that group.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9). To prevent the consequences of “assistance,” including the time clock, inclusion in federal participation rate, etc., all housing subsidies are considered a Separate State Program. Since these housing subsidies **do not** meet the federal definition of “assistance,” the federal Separate State Program reporting is **not** required.

**Special Instructions:** For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-1571 Part IV).

**575 – Work First Housing Expenditures – Other Than Housing Subsidies** means any costs, other than subsidies, used to provide housing assistance to eligible families. This may include costs such as, staff time for a housing coordinator, housing/financial counseling, costs associated with operation of the Work First Housing pilots, and contracts with non-profits to provide housing assistance. Since no housing subsidies are involved, funding may be either federal or MOE.

**Special Instructions:** For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-4263).

**576 – Housing Subsidies That Meet Federal Definition Of “Assistance”** means rental or mortgage subsidies that meet the federal definition of assistance. A detailed description of the federal definition of assistance can be found in Section 102 of the Work First Manual. However, in general terms related to rental or mortgage subsidies, it is subsidy payments that are provided for more than 4 months. Families eligible for these housing subsidies must be Work First Family Assistance recipients.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9). To prevent the consequences of “assistance,” including the time clock, inclusion in federal participation rate, etc., all housing subsidies are considered a Separate State Program.

While none of the other consequences of providing “assistance” occur since this is a Separate State Program, there is a substantial federal Separate State Program reporting requirement. The federal reporting is on the entire family’s situation, income, as well as information about each individual family member. A specific format is federally prescribed and the reporting must be submitted to the Economic Independence Section no later than the 10<sup>th</sup> of the month following the month the assistance is received. If you plan to provide housing subsidies that meet the federal definition of assistance, contact the Automation/Performance Planning Unit of the Economic Independence Section (919-733-7831) for the required format.

**Special Instructions:** An EIS ID is required (on the DSS-1571 Part IV).

## APPENDIX F

### XI. CHILDRENS SERVICES (IV-B1)

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>Adoption Services For Children</b>						
Adoption Case Management	009	009	Yes	009	Yes	K,N,P,R,V,X,Z,0,7,8,,22,30
Adoption Services	010	010	Yes	010	Yes	N,P,R,V,X,0,7,8,22,30
General Recruitment, Assessment and Training of Adoptive Parents		011	No	011	No	K,N,P,R,V,X,Z,0,7,8,22,30
Child Specific Recruitment, Assessment and Training of Adoptive Parents	013	013	Yes	013	Yes	K,N,P,R,V,X,Z,0,7,8,22,30,
Post Adoption Case Management	016	016	Yes	016	Yes	K,N,P,R,V,X,Z,0,7,8,22,30
Foster Care Training		102	No	102	No	A,K,N,P,R,V,X,Z,Y,0,7,8,22,30
General Recruitment, Assessment and Training of Foster Parents		103	No	103	No	K,N,P,R,V,X,Z,0,7,8,22,30
Child Specific Recruitment, Assessment and Training of Foster Parents	113	113	Yes	113	Yes	N,P,R,V,X,Z,0,7,8,22,30
Foster Care Case Planning/Case Management-Team Setting	119	119	Yes	119	Yes	K,N,P,R,V,X,Z,0,7,8,22,30
<b>Protective Services For Children:</b>						
Protective Services for Children-Team Setting	219	219	Yes	219	Yes	P,R,X,Z,0,7,8,22,30
<b>General Services For Children</b>						
Delinquency Prevention	050	050	Yes	050	Yes	N,P,X,7,8,22,30
Family Preservation Services	121	121	Yes	121	Yes	A,K,N,P,R,X,Y,0,7,8,9,22,30
Family Support Services	122	122	Yes	122	Yes	A,K,N,P,R,X,Y,0,7,8,9,22,30
Intensive Family Preservation Services	123	123	Yes	123	Yes	A,K,N,P,R,X,Y,0,7,8,9,22,30
Evaluation Activities for Child Welfare Programs		320	No	320	No	K,N,P,X,Z,7,8,22,30
Other Child Welfare Services	390	390	Yes	390	Yes	N,P,R,V,0,7,8,9,22,30

### XII. GENERAL SERVICES (IV-B1)

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Transportation Services	250	250	Yes	250	Yes	A,B,C,I,K,N,P,T,X,7,8,30
Individual And Family Adjustment	330	330	Yes	330	Yes	A,K,N,P,R,X,Y,0,7,8,9,30